Process	Review Organization Budgets
Process Number	BD - 029

Description of Process

The Analyze Controlled Budgets inquire menu options let you review the budget information you enter, including journal entry detail for posted transactions. These panels display changes you make, available balances, current totals, and much more. In a series of inquiry panels, the last panel in the series provides a Print button that enables you to print a report of the journal detail that appears in the lower, scrolling portion of the panel.

Inquiring on an Organizational Budget involves two panels—Available Funds and Journals.

Input to Process
Output of Process
Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Analyze Controlled Budgets, Inquire	Organizational Budget

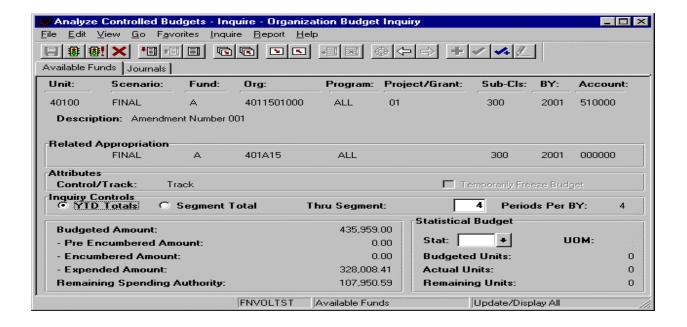
Business Process Description

Process Description	Responsi bility (Agency/ Centraliz ed)
AVAILABLE FUNDS PANEL	Agency
Step 1: Enter Budget Keys	
Enter the Budget keys for the budget you would like to review or enter your Business Unit and press OK. When you press OK, a list box with all your budgets appear, select from the list the budget you would like to review.	
Step 2: Reviewing Available Funds for an Organization Budget	
This panel displays segment definition, budgetary control or tracking information, the related appropriation key, and important totals for budgeted and statistical amounts.	
JOURNALS PANEL	
Click the Search button to display detailed information.	
Click the Print button to print a report of these journals. The report will initially be displayed in a Crystal Application, then if you click the print icon within the Crystal Application the report will print.	

Process Flow Diagram (if appropriate): Process Signoff

Tested By Date Tested

AVAILABLE FUNDS PANEL



JOURNALS PANEL

